

Rhode Island Public Transit Authority
Monthly Meeting of the Board of Directors

Held on
Monday, January 28, 2013
1:30 PM

Held at
Transportation Conference Room
265 Melrose Street
Providence, Rhode Island 02907

Board Members Present (listed in alphabetical order):	
Mayor Scott Avedisian	Anna Petra Liebienow
Stephen Durkee	Maureen Martin
Todd Gleason	Margaret Holland McDuff
Michael Lewis	Jerome Williams
Non Board Members Present (listed in alphabetical order)	
Nancy Russolino	Lt. Colonel Raymond Studley
Clare Sedlock	Other RIPTA staff and members of the public who names are on the sign in sheet

Mayor Avedisian called the meeting to order at 1:45.

Public Comment:

Mayor Avedisian stated that first order of business is *Public Comment* and went on to say that the Board members will take public comment under advisement but do not respond except for clarifications. He went on to say that Board members may follow-up with public comments in writing post meeting as permitted by all the applicable laws. With that said, Mayor Avedisian asked if there was any public comment?

Public Comment from Mr. Batting:

Mr. Batting approached the podium to address the Board. Mr. Batting stated that a few months ago, he made a request and then, at a following meeting, put that request in writing. He stated he was looking for information on the gas tax and where that gas tax goes. He stated he is also requested information on the breakout of the

ridership and the various rates by those ridership routes. He notified the Board that he still has not received any of the requested information.

Mr. Batting also addressed the Board and said that he finds it interesting that today's meeting is being held in a conference room that is more than adequate and he looks at the location where the last meeting was held. That location contains very expensive furniture and now today this meeting is being held back in the "old digs". He said he looks at the cost of relocating those employees, the equipment, furniture, etc and for a cash strapped operation; he finds this to be very appalling.

Mr. Batting went on to say that there was a recent editorial by a particular writer who stated that quasi's should, in fact, come under the direct control of the Governor. Mr. Batting stated he agrees with the writer and also believes this is the correct location for these quasi's to see that they are transparent, that their spending is open and obvious to the public and it's an executive function.

Mr. Batting thanked the Board for their time and stated that he looks forward to getting an answer to his earlier requests.

Mayor Avedisian thanked Mr. Batting and asked if there is any additional public comment.

Public Comment from Mr. Schiller:

Mr. Schiller approached the podium to address the Board. Mr. Schiller stated that he feels the Board deserves some praise from the public because when faced with a significant deficit, he stated that RIPTA has kept the service going for the passengers and he realizes how hard everyone has worked to try to close that deficit and he feels RIPTA deserved public acknowledgment of doing that. Mr. Schiller thanked the Board for their time.

Mayor Avedisian thanked Mr. Schiller and asked if there was any additional public comment. No additional public comment was given; therefore, Mayor Avedisian stated that we will now move to Item #2 on the agenda, which is the *CEO's report* and the *ATMS report*, update. With that said, Mayor Avedisian, asked Lt. Colonel Raymond Studley to step forward.

CEO Report

Given by Lt. Colonel Raymond Studley:

Lt. Colonel Studley addressed the Board and stated that there is one thing he would like to bring to the Board's attention. He then asked the Board to turn to look at the first page of the Financial Summary that they had received in their Board packages. Lt. Colonel Studley informed the Board that the total expenditures for the year are down by almost a million dollars. He went on to say that he would like to thank all the employees that are here. He stated since the Resource Team has been here, it has been a difficult process trying to cut costs and they did so with the assistance of RIPTA employees. He stated that there were also some internal controls put in place that are new to the employees and they really stepped up to the plate and did a good job.

Lt. Colonel Studley added that RIPTA's revenues are also down by 1.1 million but they continue to look at ways to cut back on expenditures. He stated we are halfway through the fiscal year and that responsibility shows in these numbers. He stated he would like to thank everyone publicly for their efforts.

Mr. Williams stated that what we strive to do is reduce our expenses so that we can make the budget work. Mr. Williams went on to say that he noticed on the fixed route (Budget vs. Actual - Financial Summary – Page 7), that the healthcare appears to be running much higher than expected and asked if there is any word on why that is? Lt. Colonel Studley answered that at this point in time they have not gotten to that point but some of that has to do with OPEB and RIPTA did pay some healthcare contributions. Lt. Colonel Studley went on to say that the Union contract expires in June 2013 and the employees' co shares will be going up. He also stated they are currently looking at those issues right now. Mr. Williams stated that he wasn't sure if there was an issue with the original projections or is it just running higher? Mr. Williams said he would like Maureen Neira to take a look at this and let the Board know.

Mayor Avedisian asked if anyone had any further questions for Lt. Colonel Studley. Ms. McDuff stated she would like to say that we are doing well on our KPI's this year compared to last year. She stated she would like to commend the staff and the Resource Team. Lt. Colonel Studley stated that the ridership is up also by 2.1%. He added that we are getting more riders and we are trying to cut costs so it's a slow

process. Mayor Avedisian again asked if anyone had any further questions for Lt. Colonel Studley. There were no further questions; therefore, Mayor Avedisian asked that we move on to the *ATMS report*.

ATMS Report

Given by Paul LaFlamme:

Mr. LaFlamme approached the microphone and addressed the Board by stating that the first thing the Board will notice is that the project has slipped by a couple of months. The reason for this is the quality issues they found during the mini-fleet. Since then, maintenance has gone through all the mini-fleet vehicles and compiled a list of the issues. Xerox was here on site and corrected all the issues to the satisfaction of maintenance. This week a meeting is being held between maintenance, the subcontractor doing the install and Xerox to generate a plan for the fleet installs and set our quality expectations, etc.

Mr. LaFlamme went on to say that since the last Board meeting, a road test took place with the audio/visual announcements but his expectations were not met. There were some announcements made that triggered exactly where they were supposed to but many stops did not have announcements and then he was informed that they were not programmed. Mr. Williams asked if snow is going to be an issue since we are currently in the last week of January and now going into the month of February or do we expect this will be resolved this week? Mr. LaFlamme stated he believes this is going to be resolved and that what he is looking for in the next couple of weeks is for Route 20 (Elmwood Avenue) to have all the announcements so anybody can board that bus and actually see the system demonstrated. Mr. Williams asked if this is the only route that this would be working on? Mr. LaFlamme answered that as soon as the demonstration on Route 20 is complete, it will be rolled out to other routes. Mr. Lewis asked if he is correct in understanding that there was no question that the vendor knows where all the bus stops are and it's not a question of data being transferred between us and them. Xerox has all that information so it's a programming glitch where they haven't actually programmed those stops in there? Mr. LaFlamme stated that is correct and that they have all the stops, what announcements we need to make, etc. Mr. Lewis asked from the quality side of things, we are obviously unhappy with their initial rollout. Do you have a level of

confidence that has been overcome? Mr. LaFlamme answered that every problem that we found, Xerox has to have a corrective action, how they are going to resolve that issue. Mr. LaFlamme went on to say that we are not going to sign off on any vehicle until maintenance inspects the install. Mr. Lewis stated that is a good program but doing it right the first time saves time and stated to just look at the quality control plan to assure that it's not just hitting the issues that have happened in the past but also to be aware of the issues that could come up. Mr. LaFlamme stated he can't say that they have an actual quality plan in place for it but he will discuss this with Xerox. Mr. Williams asked if by mid-February the audio/visual announcements weren't working, don't we also have a company that is monitoring what we do? Is that going to be able to be discontinued at that point? Mr. LaFlamme stated correct.

Mr. LaFlamme informed the Board that:

- They have accepted the mini-fleet installs and maintenance has given the go ahead to start the installs on the 2013 buses.
- In Newport, the electrical work is being completed for the customer information signs.
- In Kennedy Plaza we have a non-working 5 LED customer information display installed at Stop M and this is really just for a form fit so that we can see what it actually looks like.
- We have been able to import the winter schedule data. During road tests they were also able to demonstrate the system detecting an early bus, late bus, an off route bus, bus going off route and coming back. The destination sign always changed when it was supposed to which was a good thing.
- The mini-fleet is complete and they are planning to meet with all the parties to start off with the install.
- The plan for the next four weeks:
 - fleet install map
 - successful testing of the ADA announcements
 - obtain approval from AMTRAK on the Providence Train Station (Providence Train Station has already approved RIPTA installing a sign there. It's just a matter of executing it).

- Installation of power and remodeling at Kennedy Plaza to support the customer information signs.
- Started work on the new dispatch center (located right here at Melrose next to the computer room) There will be minimal remodeling. Some electrical work and networking work.
- We need to purchase some cellular modems but we don't have the monthly fees for them budgeted right now. He (Mr. LaFlamme) will continue to work with Finance to come up with a plan to pay for them.

Mr. LaFlamme concluded his presentation and asked if there were any questions. Mayor Avedisian also asked if there were any questions regarding the ATMS report. There were no further questions; therefore, Mayor Avedisian asked that we move on to the *ARRA Funds* report.

ARRA Funds Report

Given by Bill Rush:

Mr. Bill Rush stepped up to the microphone, wished the Board a good afternoon and went on to present his report to the Board. He stated that there are two major projects open under ARRA. One is the Solar Pond & Roof Project which as he reported last month, is temporarily on hold due to winter weather conditions. Once the winter weather improves work will resume and the project is expected to be completed by 6/30/2013. The other major project is the Rapid Bus corridor and that there is another agenda item for this meeting that will update the board on the Rapid Bus Project and that these updates should address any questions. Mayor Avedisian asked if there were any questions regarding the ARRA Funds report. There were no further questions; therefore, Mayor Avedisian asked that we move on to the *COA Process Update* report and asked Ms. Pettine to step up to the microphone.

COA Process Report

Given by Amy Pettine:

Ms. Amy Pettine stepped up to the microphone, wished the Board a good afternoon and went on to present her report to the Board. She stated that in the Board's packet, the members will find a one page COA update and also a community

meeting schedule for February 2013. She stated that in the update, the Board members can see the timeline along the bottom which shows the Board members where RIPTA is today. Ms. Pettine went on to say that RIPTA is on schedule to begin concluding the study in March. The March Board meeting will be the time that they would like to bring the final recommendations forward. She stated they are plugging along with the route evaluations and there are two left to be reviewed by staff and those will be posted immediately so that the public can get some more comment in before they start drafting service scenarios. The plan is to complete the route evaluations this week. Ms. Pettine went on to say that they have already been meeting internally with the consultant teams regarding service scenarios and they have come up with two options. Each option is a mix and match of some of the common options that came out of the route evaluations. She added that they have looked at the public comment on each of those and that is how they came up with the two scenarios. She stated the he week of February 11, the staff has teamed up in pairs of two and they are going to be at about 30 major locations around the State (i.e. major bus stops, malls, colleges, etc) doing direct outreach with the customers getting feedback regarding these two scenarios. Then the last week of February, they will be doing 7 scheduled community meetings around the State. Packages will also be sent out to legislators, heads of major cities and major stakeholders so they are aware of the information. . Ms. Pettine concluded her presentation. Mayor Avedisian asked if there were any questions regarding the COA Process report. There were no further questions; therefore, Mayor Avedisian asked that we now move on to the *Rapid Bus* report and Ms. Pettine remained at the microphone.

PowerPoint presentation - Rapid Bus Report

Given by Amy Pettine and Greg Nordin:

Ms. Amy Pettine went on to present her report to the Board. Ms. Pettine stated that included in the Board's packet a one page front to back report giving the Board a short paragraph description on some of the major features of the R-Line (Rapid Bus). She stated that the Board has certainly heard features about this project in the past and last month when the Board approved the signal work, they promised to come back and give the Board a little more detail. Ms. Pettine then introduced Mr. Greg Nordin who is a Planner on RIPTA's staff who has put together a power presentation for the

Board. Ms. Pettine ran the slide show and told the Board that they are going to give the Board an overview of the project, the goals they plan to accomplish with this investment, the major components and the budget overview and next steps. Mr. Nordin stepped up to the microphone and stated that as the Board is aware, this project was originally identified as one of the ten recommendations of the RIDOT's Transit 2020 study done back in 2009. In 2011, RIPTA partnered with the City of Providence on an application for a community challenge grant which RIPTA was a recipient of. The ARRA funding that RIPTA has in place allows for some implementation of some of the work that is coming out of the HUD grant. There were 10 recommendations coming out of the Transit 2020 recommendations and Mr. Nordin stated they will be touching on 4 of them. The first recommendation is that RIPTA will be initiating the Rapid Bus Service and the remaining 3 were not direct goals of this project but they will be touching on them because everything talked about in this presentation today will relate to those goals. He went on to say that improving the transit experience and capitalizing on transit orienting development are the two largest ones. He added that the fourth recommendation is reinventing Kennedy Plaza but they will not be talking to much about that today because he is not involved much in that project. One of the primary implementations of this project is improving the transit experience. What this will do is provide buses with the opportunity to have a level of priority at intersections along Route 99 and 11 which will improve the timings of the buses which will allow them to move down the corridor more quickly. Mr. Durkee asked how much more efficiency does Mr. Nordin think will be gained by this. Mr. Nordin stated that it depends on the corridor because some routes run more smoothly than others. Discussion ensued regarding this.

Mr. Nordin stated the second recommendation to improve the transit experience is the quality of bus stops. There are literally 10 bus stops per mile on Route 99 and 11 which is too many. That being said, they want to look at what are the best performing stops and then reduce that number so that we have under 4 stops per mile. He went on to say that they have actually reduced the total to 56 bus stops and they are looking to add more amenities for passengers and making them nicer stops for people to wait at. The stops remaining will serve about 95% of the passengers and will be completed by January 2014. Mr. Nordin added that another recommendation to improve the transit experience for passengers is the increasing the amount of

collaboration that is occurring within RIPTA. First and foremost is the ATMS project and there is a huge component that relates to planning and on time performance which will really allow RIPTA to address how efficiently the buses are running and whether or not we are actually on time.

Mr. Nordin added that an additional recommendation they will be looking at is how RIPTA actually utilizes their “on street supervision”. Route 99 and 11 (R-Line) is about 20% of service so if they can actually run that one line correctly with correct supervision that is 20% of RIPTA’s service that is on time and running properly and that is a lot in one route.

Mr. Nordin added that another thing they will be doing is looking at the frequency of the buses which run along these corridors. They are currently operating on 10 minute headway. They will maintain this headway, improve it and then it will run for longer periods. Mr. Nordin explained that it’s a major stumbling block if a passenger is waiting and a bus is supposed to be there every 10 minutes and 13 minutes has gone by and the passenger is still standing there. They will work with the scheduling department regarding this. Discussion ensued regarding this.

Mr. Nordin went on to say that they will also be improving the actual waiting experience for the passengers by reducing the number of stops and also make the stops nicer for passengers to wait. That being said, more shelters will be installed with benches and trash cans at all stops. Discussion ensued regarding this. Mr. Nordin added that they will also be increasing the signage along the route to make it more obvious for the passenger waiting for a RIPTA bus. Discussion ensued regarding this.

Mr. Nordin stated they will also be introducing ticket vending machine (TVM’s) and which are fare boxes that are stationary at a bus stop. This increases the availability of fare media and fare products where the passenger may not have had access to them before. Five of these TVM’s will be rolled out as a pilot. Discussion ensued regarding this.

Mr. Nordin also stated that they have been working with a firm out of Massachusetts to develop some branding for this Rapid Bus Route. It is going to be called the R-Line. The marketing is going to continue all the way through the implementation of the R-Line and all the marketing materials will have the R-Line

branding through it. Mr. Nordin added they want to carry this branding on to the buses. Discussion ensued regarding this.

Mr. Nordin added that RIPTA has been working closely with the City of Providence, RIDOT and the City of Pawtucket on this Rapid Bus Route but the City of Providence is the official partner. Mr. Nordin informed the Board that the branding component of the Rapid Bus Route has been completed but the marketing will continue through January 2014. Discussion ensued regarding timelines, etc. Mr. Williams stated this is a great project which he wholeheartedly endorses and all the hard work is greatly appreciated. Mayor Avedisian asked if there were any questions regarding the Rapid Bus report. There were no further questions; therefore, Mayor Avedisian asked that we now move on to the Real Property Disposal Policy and asked Mr. Therrien to come forward.

Real Property Disposal Policy Report

Given by Mark Therrien:

Mr. Therrien approached the microphone and addressed the Board by stating that in 2006 RIPTA had a financial management oversight review audit by FTA and at that time RIPTA did not have a Real Property Disposal Policy. This Policy was created, RIPTA has been living by it but this Policy was never brought to the Board for approval. Mr. Therrien stated this policy needs to now be brought to the Board for approval which he is doing today. This Policy has been updated from six years ago and he has noted the changes. This Policy contains a lot of definitions to include incidentals, use, etc. and also defines who we have to advertise with, etc. If RIPTA goes to dispose any property or if RIPTA wants to use their properties for non-transit use, this is the Policy. Mr. Therrien asked the Board for their approval of this Policy. Mr. Lewis asked if the FTA actually looked at the Policy. Mr. Therrien stated that this Policy was written by the person who wrote all the policies for the MBTA and went on to say that the FTA will look at this Policy when they are here at RIPTA next month. Mayor Avedisian asked if there were anymore questions for Mr. Therrien. There were no further questions and Mayor Avedisian asked for a motion to approve the *Real Property Disposal Policy* as written. Mr. Lewis made the motion, which was seconded by Ms. Martin. The motion to approve this Policy was unanimously approved by the Board.

Mayor Avedisian stated that before they move onto the next item, he has talked to Lt. Colonel Studley about these types of policies because the Resource Team has been finding many instances where there are policies that have never been voted on by the Board or do not exist and now need to be created. That being said, Mayor Avedisian stated that he has asked Mr. Williams, Ms. Martin and Ms. McDuff to be part of an ad hoc committee to look at those and to bring them to the Board so that the Board can start adopting policies and procedures going forward.

Mayor Avedisian asked that we now move on to the *Purchase of Digital Boards* report and asked Mark Therrien and Dan Bannister to approach the microphone.

RFP 12-16: Purchase of Digital Boards Report

Given by Mark Therrien and Dan Bannister:

Mark Therrien and Dan Bannister approached the microphone and Mr. Therrien notified the Board that in their packet, they will find a handout regarding this topic. Mr. Therrien stated that he first would like to introduce Mr. Dan Bannister who has been working in RIPTA's Marketing and Communication Department for quite a few years and has been the advocate for RIPTA moving towards the Digital Boards since May 2012. Mr. Therrien stated there are many different reasons to like these Digital Boards [i.e. security, amber alerts, etc]. Mr. Therrien went on to say that these Digital Boards give instant information to the public that doesn't own an "app". He stated RIPTA will always have a lot of riders that do not have a mobile phone or an app on their phone. These Digital Boards have GPS embedded in them and RIPTA can put information about a detour on a specific route and that being said, this will create operational changes. The Dispatchers will have to call Dan Bannister or somebody to make them aware of information that needs to get out to RIPTA's customers immediately about a route change, etc. Mr. Therrien stated that 50 will be added to our fleet and we have 17 already so that brings RIPTA to about 1/3 of the fleet to have these Boards. The total cost is about \$62,000 for 50 of them. Mr. Therrien added that RIPTA normally would have put that in a bus bid but the vendor is local and the bus manufacturers have a whole testing procedure before the vendors so they couldn't get the vendor and the bus company together so they choose to bring this to RIPTA separately. Mr. Lewis asked if the programming of the Boards is directly from RIPTA or is it programmed into the Boards individually. Mr. Bannister answered that

currently right now, we have to upload the information manually but with the purchase of these new boards, they will do them with an application called “side channel” which is done right from the desktop. Discussion ensued regarding these Digital Boards. Mayor Avedisian asked if there were any questions for Mr. Therrien and Mr. Bannister. There were no questions.

Mayor Avedisian asked for a motion to approve this Bid. Mr. Lewis made the motion, which was seconded by Mr. Durkee. The motion to approve this Bid was unanimously approved by the Board.

Mayor Avedisian asked that we now move on to the *Drivers Uniforms* report and asked Mike McGrane and James Dean to approach the microphone.

IFB 13-05: Drivers Uniforms Report

Given by Mike McGrane and James Dean:

Mr. McGrane and Mr. Dean approached the microphone and wished the Board a good afternoon. Mr. McGrane stated that they are requesting that the Board award a contract to *Professional Images* of Pawtucket, to supply and deliver uniforms to RIPTA’s fixed route drivers, supervisors and para-transit drivers. These uniforms are being supplied in accordance with the Collective Bargaining Agreement (618 and 618a) at an estimated annual cost of this contract of \$190,000. This is a three year contract with up to two renewal options to be exercised at RIPTA’s sole discretion. Mr. McGrane added that the bidding was publicly advertised on December 18, 2012 and one company, *Professional Images* was the vendor that submitted a response. The RIPTA staff conducted a single bid analysis and the average price increase was .27 percent compared to the PPI index of 5 percent so they deemed the price to be fair and reasonable. The prices are fixed for the first three years. Mr. McGrane stated he is requesting permission to award the contract. Ms. Liebienow asked how soon would the employees get the uniforms? Mr. McGrane stated that the contract requires that all uniforms have to be delivered within 30 days. Ms. McDuff asked if there was another set of uniforms that were approved in December 2012? Mr. McGrane stated that was for the rental of uniforms for the mechanics. Mr. Williams stated that it always nags at him when there is only one bidder and he realizes that this was advertised on electronic media but no one else came forward? Mr. McGrane stated the other local vendors that could do the work were not interested because one vendor in

particular stated that he just does not have the resources to take on any additional work. Discussion ensued regarding drivers uniforms. Mayor Avedisian asked if there were any further questions regarding the bid for driver's uniforms. There were no further questions.

Mayor Avedisian asked for a motion to approve this Bid for Drivers Uniforms. Mr. Durkee made the motion, which was seconded by Ms. Martin. The motion to approve this Bid was unanimously approved by the Board.

Mayor Avedisian asked that we now move on to *the Door Repair Services* report and asked Roger Mencarini and Bernie Harwood to approach the microphone.

IFB 13-14: Door Repair Services Report

Given by Roger Mencarini and Bernie Harwood:

Mr. Mencarini and Mr. Harwood approached the microphone and wished the Board a good afternoon. Mr. Mencarini stated that today they are asking that the Board award a contract for repair services for our overhead doors to *Parma Doors* from Smithfield, Rhode Island. This is a one year contract with four annual options with an average hourly rate of \$84.50 which represents about a 20 percent drop from last year. Mayor Avedisian asked if there were any questions regarding the bid for Door Repair Services. There were no questions.

Mayor Avedisian asked for a motion to approve this Bid for Door Repairs Services. Mr. Lewis made the motion, which was seconded by Mr. Durkee. The motion to approve this Bid was unanimously approved by the Board.

Mayor Avedisian asked that we now move on to the *Turtletop Van Tops* report and asked Roger Mencarini to remain at the microphone.

IFB 13-15: Turtletop Van Tops

Given by Roger Mencarini:

Mr. Mencarini stated that this is regarding the turtletop bus parts which is a recurring contract with *DATTCO*. RIPTA did go out to bid and *DATTCO* was the lowest responsive and responsible bidder. This represents a volume price break because RIPTA does a lot of business with them (which is about 50% off the list price). The current discount is about 25%. Mr. Mencarini stated he is asking for approval. Mayor Avedisian asked if there were any questions regarding the bid for Turtletop Van Tops.

Mr. Lewis stated that a 25% reduction to now a 50% reduction is a pretty sizeable chunk. Mr. Mencarini stated that *DATCO* had some competition and there was some persuasion and also *RIPTA* does a lot of business with them. Mr. Williams asked Mr. Mencarini if every now and then, does he check the published list price because he agrees that 25% discount to now a 50% reduction is a pretty huge chunk. Mr. Mencarini stated he feels pretty confident but they will be doing that in the future. Discussion ensued regarding this. Mayor Avedisian asked if there were any further questions. There were no questions.

Mayor Avedisian asked for a motion to approve this Bid for the Turtletop Van Tops. Mr. Williams made the motion, which was seconded by Mr. Lewis. The motion to approve this Bid was unanimously approved by the Board.

Mayor Avedisian asked that we now move on to the *Sprinkler System Inspection, Testing and Repair* report and asked Roger Mencarini and Bernie Harwood to remain at the microphone.

IFB13-17: Sprinkler Systems Inspection, Testing and Repair Report

Given by Roger Mencarini and Bernie Harwood:

Mr. Mencarini stated that this is regarding a bid that went to the general public for an award of a contract to *Platinum Fire Protection* from Westport, Massachusetts. This is to provide inspection, maintenance and repair upgrades to *RIPTA*'s sprinkler systems in all *RIPTA* locations. The five year cost for inspection, maintenance and repair is estimated at \$40,498.65 and the upgrades are estimated at \$28,990. Mayor Avedisian asked if there were any questions. There were no questions.

Mayor Avedisian asked for a motion to approve this Bid for Sprinkler System Inspection Testing and Repairs. Mr. Lewis made the motion, which was seconded by Mr. Durkee. The motion to approve this Bid was unanimously approved by the Board.

Mayor Avedisian asked that we now move on to the *Development Plan* report and asked Bill Rush to approach the microphone

Transit Development Plan

Given by Bill Rush:

Mr. Bill Rush approached the microphone and wished the Board a good afternoon. He stated that he would like to take a few moments to update the Board on

some changes to the Transit Development Plan for 2013 which was originally presented to the Board back in July 2013. He went on to discuss the handout that was included in the board package. Mr. Rush indicated that the changes were made in conjunction with the assistance of internal management, the resource team, and the legislative body. In general some projects which are less of a priority were moved to 2014, repairs were able to be performed internally at a much reduced cost, we were able to move the project to preventive maintenance, and additions were due to regulatory, safety or security types of issues. Mr. Rush reviewed the plan line by line with the Board and discussion ensued regarding various items. Mayor Avedisian asked if there were any questions. There were no questions.

Mayor Avedisian asked for a motion to accept the changes to the *Transit Development Plan for 2013*. Ms. Martin made the motion, which was seconded by Ms. McDuff. The motion to approve the changes was unanimously approved by the Board.

Mayor Avedisian asked if there was any other business that needed to be discussed during open session. No additional business was brought before the Board during Open Session. Open Session adjourned at 2:45 PM.

Mayor Avedisian asked for a motion to convene to Executive Session. Mr. Williams made the motion to convene to Executive Session under R.I. Gen. Laws 42-46-5(a)(1) [for the purpose of hearing a personnel matter relating to job performance of an employee]. Mr. Durkee seconded the motion and a roll call vote was taken. The motion to move to Executive Session passed unanimously.

Nancy J. Russolino